



Tradelink Electronic Commerce Limited

貿易通電子貿易有限公司

(Incorporated in Hong Kong with limited liability)

(於香港註冊成立的有限公司)

(Stock code 股份代號: 536)

15 April 2024

Dear registered shareholder(s),

Tradelink Electronic Commerce Limited (the "Company")

- Notice of Publication of 2023 Annual Report, Circular of Annual General Meeting, Notice of Annual General Meeting and Form of Proxy (the "Current Corporate Communication") and Arrangement of Electronic Dissemination of Corporate Communication

The English and Chinese versions of the Company's Current Corporate Communication are available on the Company's website at www.tradelink.com.hk and the HKEXnews website at www.hkxnews.hk (the "HKEXnews website") or the arranged printed version of Current Corporate Communication is enclosed (if applicable). You may access the Current Corporate Communication as appeared on the Company's website, by browsing through the HKEXnews website or by referring to the attached printed version(s) (if applicable). If you have any difficulty in receiving or gaining access to the Current Corporate Communication posted on the Company's website for any reason or wish to receive the Current Corporate Communication in printed form, the Company will promptly upon your request send the printed version of the Current Corporate Communication to you free of charge; please write to the Company's Hong Kong share registrar, Computershare Hong Kong Investor Services Limited (the "Share Registrar") at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong or by email to ir@tradelink.com.hk.

Arrangement of Electronic Dissemination of Corporate Communication

Pursuant to Rule 2.07A and 2.07B of the Rules Governing The Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") under the expansion of paperless listing regime and electronic dissemination of Corporate Communication that came into effect on 31 December 2023, the Articles of Association of the Company and the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), the Company is writing to inform you that the Company has adopted electronic dissemination of Corporate Communication, which mean any document issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to (a) the directors' report, its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular and (f) a proxy form.

Please note that both the English and Chinese versions of all future Corporate Communication will be available electronically on the website of the Company at www.tradelink.com.hk and the HKEXnews website at www.hkxnews.hk in place of printed copies.

We write to ascertain your preference in receiving all future Corporate Communication. If you wish to receive the printed version of future Corporate Communication, please complete the enclosed reply form (the "Reply Form") and return it to the Share Registrar, by using the mailing label at the bottom of the Reply Form (no postage is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp) at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong; or send an email to ir@tradelink.com.hk specifying your name, address for the request. The Reply Form may also be downloaded from the Company's website or the HKEXnews website. Please note that such request shall be valid only for one year starting from the receipt date of your instruction and will expire thereafter. Even if you have previously received a letter from the Company seeking your election regarding the means of receipt of certain Corporate Communication and have made an election, you are hereby requested to make an election again. Please note that your previous election (if applicable) will be disregarded.

Solicitation of electronic contact details

To ensure timely receipt of the latest Corporate Communication and Actionable Corporate Communication*, the Company recommends you provide your email address by completing, signing and returning the enclosed reply form to the Company's Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong.

If the Company does not receive the duly completed and signed Reply Form or any response in writing indicating any objection from you by 14 May 2024, and until you inform the Share Registrar, you are deemed to have consented to read all future Corporate Communication published on the website of the Company at www.tradelink.com.hk (the "Website Version"), and a notification of the publication of the Corporate Communication on the Company's website will be sent to you in the future.

If you elect to receive the Website Version of future Corporate Communication, you are requested to provide an email address in the Reply Form for the purpose of receiving (i) email notifications for the publication of the relevant Corporate Communication on the website of the Company as and when Corporate Communication are published on the website of the Company and (ii) all future Actionable Corporate Communication in electronic form from the Company. If no valid and functional email address is provided by you in the Reply Form or if you are otherwise deemed to have consented to receive the Website Version of future Corporate Communication, the Company will send to you by post at your address as appearing in the Company's register of members maintained by the Share Registrar, (i) a notification letter for the publication of Corporate Communication on the website of the Company and (ii) all future Actionable Corporate Communication in printed form, until such time when you have provided a valid and a functional email address to the Share Registrar for receiving the same.

Should you have any queries relating to this letter, please contact the Company's telephone hotline at (852) 2161 4370 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays or send an email to ir@tradelink.com.hk.

By Order of the Board
Tradelink Electronic Commerce Limited
Dr. LEE Harry Nai Shee, S.B.S., J.P.
Chairman

* Actionable Corporate Communication is any Corporate Communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holders.

各位登記股東：

貿易通電子貿易有限公司 (「本公司」)

- 2023年年度報告、股東週年大會通告、股東週年大會通告及代表委任表格 (「本次公司通訊」) 之發佈通知及以電子方式發佈公司通訊之安排

本公司本次公司通訊的中、英文版本已上載於本公司的網站 www.tradelink.com.hk 和披露易網站 www.hkxnews.hk (「披露易網站」) 或按安排附於本次公司通訊之印刷本 (如適用)。閣下可在本公司的網站閱覽本次公司通訊、在披露易網站瀏覽有關文件或參考隨附之印刷本 (如適用)。如閣下若因任何理由以致在收取或接收載於本公司網站上的本次公司通訊文件出現困難，本公司將於閣下通知後，盡快向閣下免費發送有關本次公司通訊文件的印刷本；閣下可以書面方式通知香港中央證券登記有限公司 (「股份過戶登記處」)，地址為香港灣仔皇后大道東183號合和中心17M樓，或電郵至 ir@tradelink.com.hk。

以電子方式發佈公司通訊之安排

根據香港聯合交易所有限公司證券上市規則 (「上市規則」) 第2.07A條及第2.07B條已經於2023年12月31日起生效的擴大無紙化制度及以電子方式發佈公司通訊規定下，公司的組織章程細則以及公司條例 (香港法例第622章)，公司謹此通知閣下，公司已採用以電子方式發佈公司通訊之安排，該公司通訊是指公司向任何證券持有人提供資訊或提醒其採取行動而發佈或將要發佈的任何文件，包括但不限於(a)董事會報告、年度賬目以及審計報告副本以及 (如適用) 財務摘要報告；(b)中期報告及其中期報告摘要 (如適用)；(c)會議通知；(d)上市文件；(e)通函和(f)代表委任表格。

請注意，所有未來公司通訊的英文版和中文版將在公司網站 www.tradelink.com.hk 和披露易網站 www.hkxnews.hk 上提供，以代替印刷本。

現特來函以確定閣下對收取日後公司通訊的意向選擇。如閣下欲收取日後公司通訊文件之印刷本，請填妥在本函背面的回條 (「回條」)，並使用隨附之郵寄標籤寄回股份過戶登記處 (如在香港投寄，閣下無需支付郵費或貼上郵票；否則，請貼上適當的郵票)，地址為香港灣仔皇后大道東183號合和中心17M樓；或發送電郵至 ir@tradelink.com.hk，並註明閣下的姓名、地址提出要求。表格亦可於本公司網站或披露易網站內下載。請注意，收取未來公司通訊印刷版之指示由收悉閣下指示當日起計一年內有效，此後將過期。即使閣下曾經收到本公司就收取某類公司通訊的方式提供選擇之函件並已作出選擇，仍請閣下再次作出選擇。請注意閣下以往所作出的選擇 (如有) 將失效。

徵集電子聯絡資料

為確保及時收到最新的公司通訊及可供採取行動的公司通訊*，公司建議閣下透過填妥、簽署本函背頁之回條並交回公司的股份過戶登記處，香港中央證券登記有限公司，地址為香港灣仔皇后大道東183號合和中心17M樓，以提供閣下的電郵地址。

倘若公司於2024年5月14日之前尚未收到閣下已填妥並簽署之回條或表示反對之任何書面回覆，閣下將被視為已同意收取所有日後公司通訊之網上版本，而公司日後將向閣下發送已在公司網站登載的公司通訊之通知。

如閣下選擇接收日後公司通訊的網上版本，閣下需要在回條中提供電郵地址，以便接收(i)當公司通訊登載於公司網站時有關公司網站發佈相關公司通訊的電郵通知，以及(ii)公司日後以電子形式發佈的所有可供採取行動的公司通訊*。若閣下在回條中沒有提供有效且可用的電郵地址，或閣下被視為已同意接收日後公司通訊的網上版本，公司將根據股份過戶登記處所存置的股東名冊上所示的地址透過郵寄方式向閣下發送(i)在公司網站上發佈公司通訊的通知函及(ii)所有日後可供採取行動的公司通訊的印刷版本，直至閣下向股份過戶登記處提供有效且可用的電郵地址以接收該等公司通訊。

如閣下對本函有任何疑問，請於星期一至五 (香港公眾假期除外) 上午9時正至下午6時正的辦公時間內致電本公司的電話熱線(852)2161 4370或電郵至 ir@tradelink.com.hk。

承董事會命
貿易通電子貿易有限公司
李乃熿博士, S.B.S., J.P.
主席

2024年4月15日

*「可供採取行動的公司通訊」指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利或作出選擇的公司通訊。

